

**REQUEST FOR QUOTATION**  
**DELIVERY TO NORTH BAY AREA LIBRARIES**  
**FOR**  
**NORTH BAY COOPERATIVE LIBRARY SYSTEM**

Date of issue: April 10, 2007

Filing Deadline: Noon, May 1, 2007

Filing Location: North Bay Cooperative Library System  
55 E Street  
Santa Rosa, CA 95404

## **I. Background**

The North Bay Cooperative Library System (NBCLS) is responsible for the delivery of library materials such as books, video and audio tapes, papers, light equipment, computer magnetic tapes, etc., to participating North Bay area libraries. We have used the services of an experienced vendor for the past sixteen years and wish to continue contracting for delivery service. We are seeking service with a start date of July 1, 2007 continuing through June 30, 2010, with optional one year extensions available after 2010.

NBCLS provides a varying number of delivery days to all members, which is described in Exhibit A.

Attached as an item of information as Exhibit B is the current delivery schedule.

## **II. Scope of Work:**

- A. The vendor will provide delivery service to each of the NBCLS members as per the frequency on the Schedule which is attached as Exhibit A, and in route scheduling as shown on Exhibit B of the Request for Quotation;
- B. The vendor will provide delivery service on a Monday through Friday basis. Service will not be provided on the days listed on the Holiday Schedules which are attached as Exhibits C, D and E. When libraries have additional scheduled closures, the vendor will be notified as early as possible. The service will take place any time between 6:15 a.m. and 5:30 p.m. The vendor will provide NBCLS a written route and an arrival time schedule. The vendor will agree to provide at least 24 hours notice whenever a minor schedule change is required. The vendor will present notice (2) two weeks in advance for written approval of any proposed major schedule changes;
- C. The vendor will provide a dedicated route so that library materials are not intermingled with any other materials;
- D. The vendor will agree to arrive at each member library during a window of time designated for pick-up at that library, unless notification of change has been made; and to notify North Bay Cooperative Library System, 707-544-0142, if there is an emergency change in schedule of more than ½ hour due to poor weather, road work, and/or traffic conditions.
- E. The vendor will sort the materials by library code provided by NBCLS when the material is picked up at each library. The materials will be protected from inclement weather while they are being moved between the truck and the building, as well as while they are being sorted. Each subsequent schedule stop will include deliveries picked up during that day's route;

- F. The vendor will complete a simple written survey form, supplied by NBCLS, to count items delivered for a 2 week period in each quarter of the year.
- G. The vendor will transport books, written materials in packages, audio-visual materials and equipment, realia and other reasonable library materials that normally fit into a one-ton van. Attached as Exhibit F is a statistical report reflecting the number of items moved in fiscal year 2005/06 and the first two quarters of fiscal year 2006/07;

As there is proven annual growth of this program, a 20% increase in volume for the subsequent years should be factored in. If the increase for a subsequent year exceeds 20%, either party may re-open the contract for negotiation on a rate for higher volume.

- H. Materials must be protected from the environment at all times while in the vendor's care (i.e. warehoused, closed trucks, transfers to and from trucks, etc.) The vehicle used by the vendor shall protect the materials transported in a covered, water-tight environment and drivers will be trained to keep materials dry while moving to and from libraries as all locations require pickup and delivery to be inside their building;
- I. The vendor shall provide a trained, knowledgeable substitute driver as required;
- J. The vendor shall maintain comprehensive automobile liability insurance in a form and amount satisfactory to NBCLS, its Member libraries, and its employees, officers and agents as additional insureds. The vendor will further agree to defend, indemnify, and hold harmless NBCLS, its member libraries and its employees, officers and agents from any claims for damages, injuries, or losses resulting from the operations or services described in the Request for Quotation;
- K. Materials that are misaddressed or not clearly labeled will be promptly delivered to the North Bay Cooperative Library System office in Santa Rosa;
- L. If the services provided by the vendor fall below an acceptable performance level, or if there is any breach of this agreement, NBCLS may, at its option, terminate this contract upon ten days' written notice. In the event of such termination, NBCLS shall be obliged to pay the vendor only for the services provided to the date of termination;
- M. The contract is subject to annual funding of NBCLS by the State of California. If, due to changes in state funding, funding is not available in any given year of the contract, the contract will be canceled, with no further obligation by NBCLS. NBCLS will give written notification sixty (60) days prior to termination in the event of changes in state funding;

- N. NBCLS reserves the right to retain all quotations submitted and to reject any and all proposals.

**III. All bids must include:**

- A. Name and address of institution submitting quotation;
- B. Contact person's name, title, address and phone number;.
- C. Itemized cost for current delivery level (Exhibits A and B) in total fixed price for the quotation. Additionally, a cost per stop on each route will be provided. This price is to include overhead, and every other item of expense, direct, indirect, or incidental to the contract.
- D. The vendor will provide the total cost for service for each year of the contract. In addition, the cost of each stop should be indicated;
- E. The bid needs to present costs for a three year period commencing July 1, 2007 ending June 30, 2010.
- F. Certification of insurance and liability.
- G. Three references from current customers.

**IV. Additional Information:**

- A. Please describe the insurance provided by the vendor for lost, stolen, or damaged materials;
- B. Please describe gasoline surcharge fee structure, if applicable.
- C. What is the vendor's procedure for dealing with problems such as missed stops, schedule changes, undelivered expected materials, damaged materials or other service problems?
- D. Are drivers direct employees of the vendor or subcontractors? What driver screening or background checks are conducted by the vendor?

**V. Submission Procedures:**

**Bids must be received in writing at the North Bay Cooperative Library System, 55 "E" Street, Santa Rosa, CA 95404. Questions can be phoned to Annette Milliron, NBCLS Administrator at (707) 544-0142, ext. 101.**



## **Addresses of Libraries on NBCLS Delivery Route**

### **American Canyon Branch Library**

3421 Broadway, Suite E3  
American Canyon CA 94503  
707.644.1136

### **Belvedere-Tiburon Library**

1501 Tiburon Road  
Tiburon, CA 94920  
415.789.2665

### **Benicia Public Library**

150 East L Street  
Benicia, CA 94510  
707.746.4340

### **Calistoga Branch Library**

1108 Myrtle Street  
Calistoga, CA 94515  
707.942.4833

### **Dixon Public Library**

230 North First Street  
Dixon, CA 95620  
707.678.1805

### **Lake County Library**

1425 High Street  
Lakeport, CA 95354  
707.263.8816

### **Lake County Library**

Middletown Branch  
Calistoga & Collayomi  
Middletown, CA 95461  
707.987.3674

### **Lake County Library**

Redbud Branch Library  
14785 Burns Valley Road  
Clearlake, CA 95422  
707.995.5115

### **Lake County Library**

Upper Lake Branch Library  
Second and Main Streets  
Upper Lake, CA 95485  
707.275.2049

### **Larkspur Public Library**

400 Magnolia Avenue  
Larkspur, CA 94939  
475.927.5005

### **Marin County Library**

Technical Services Offices  
6 Hamilton Landing, Suite 140-B  
Novato, CA 94949  
415.506.3160

### **Mendocino County Library**

105 North Main Street  
Ukiah, CA 95482  
707.463.4491

### **Mendocino County Library**

Fort Bragg Branch  
499 Laurel Street  
Fort Bragg, CA 95437  
707.961.2625

### **Mendocino County Library**

Point Arena Branch  
280 Main Street  
Point Arena, CA 95468  
707.882.3114

### **Mendocino County Library**

Willits Branch  
390 E. Commercial St.  
Willits, CA 95490  
707.459.7839

### **Addresses of Libraries on NBCLS Delivery Route**

**Mill Valley Public Library**

375 Throckmorton  
Mill Valley, CA 94941  
415.388.2190

**San Anselmo Public Library**

110 Tunstead Avenue  
San Anselmo, CA 94960  
415.258.4657

**Napa City-County Library**

580 Coombs Street  
Napa, CA 94559-3396  
707.253.4241

**San Rafael Public Library**

1100 E Street  
San Rafael, CA 94901  
415.485.3119

**Napa City-County Library**

American Canyon Branch  
Canyon Plaza - 3421 Broadway, Suite E3  
American Canyon, CA 94503  
707.644.1136

**San Rafael Public Library**

Pickleweed Park Branch  
50 Canal Street  
San Rafael, CA  
415.485.3483

**Napa City-County Library**

Calistoga Branch  
1108 Myrtle Street  
Calistoga, CA 94515

**Santa Rosa Junior College**

1501 Mendocino Avenue  
Santa Rosa, CA 95401  
707.527.4392

**Napa City-County Library**

Yountville Branch  
6548 Yount Street  
Yountville, CA 94599  
707.944.1888

**Solano Community College Library**

4000 Suisun Valley Road, Bldg. 100  
Suisun, CA 94585  
707.864.6510

**Napa Valley College Library**

2277 Napa-Vallejo Highway  
Napa, CA 94558  
707.253.3011

**Sonoma County Library**

Third and E Streets  
Santa Rosa, CA 95404  
707.545.0831

**Napa Valley College Library**

Upper Valley Campus  
1088 College Avenue  
St. Helena, CA 94574  
707.967.2900

**St. Helena Public Library**

1492 Library Lane  
St. Helena, CA 94574  
707.963.5245

**Richmond Public Library**

325 Civic Center Plaza  
Richmond, CA 94960  
415.620.6555

## Exhibit A

### Base Membership Delivery Frequency

<b><u>LIBRARY</u></b>	<b><u>FREQUENCY PER WEEK</u></b>	
North Bay Cooperative Library System	5	Days
American Canyon Branch	3	Days
Belvedere – Tiburon Library	5	Days
Benicia Public Library	5	Days
Calistoga Branch	5	Days
Dixon Public Library	5	Days
Fort Bragg Library	3	Days
Lake County Public Library (Lakeport)	4	Days
Larkspur Public Library	5	Days
Marin County Library	5	Days
Mendocino County Library	5	Days
Middletown Branch	2	Days
Mill Valley Public Library	5	Days
Napa City-County Public Library	5	Days
Napa Valley College Library	5	Days
Napa Valley College Library – Upper Valley Campus	5	Days
Pickleweed Park	2	Days
Point Arena Branch	1	Day
Redbud Branch	4	Days
Richmond Public Library	3	Days
St. Helena Public Library	5	Days
San Anselmo Public Library	5	Days
San Rafael Public Library	5	Days
Santa Rosa Junior College Library	1	Day
Sausalito Public Library	5	Days
Solano Community College Library	3	Days
Solano County Library – Fairfield Hdqtrs.	5	Days
Sonoma County Library	5	Days
Upper Lake Branch	2	Days
Willits Branch	3	Days
Yountville Branch	3	Days